

U.S. Government Printing Office (GPO)  
Pittsburgh Satellite Printing Procurement Office  
1000 Liberty Avenue – Room 501  
Pittsburgh, PA 15222

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

XEROGRAPHIC REPRODUCTION

as requisitioned from the U.S. Government Printing Office (GPO) by the

U. S. Attorney's Office - Western District of Pennsylvania

Single Award

**CONTRACT TERM:** The term of this contract is for 1 year (base year), beginning September 1, 2000 and ending August 31, 2001 and one option year(s). Special attention is directed to the following clauses in Section 1 of this contract: "Economic Price Adjustment," and "Option to Extend the Contract Term."

**NOTE:** This is a new contract. No abstract of previous pricing or specifications is available.

Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalence. At a future date metric measurements will be used exclusively in all specifications.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 121-kilometer (75-mile) radius of Pittsburgh, PA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

For information of a technical nature call Nancy Bednar-Escher (412) 395-6929 (no collect calls), or e-mail nbednar-escher@gpo.gov.

**BID OPENING:** AUGUST 25, 2000.

Bids shall be publicly opened at 1 P.M, prevailing Pittsburgh, PA time

## SECTION I- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy

**OPTION TO EXTEND THE CONTRACT TERM:** The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed two years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**Price adjustment period:** For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**Price adjustment:** The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

When requested on the individual print order: Prior to submitting a voucher for payment the contractor is responsible for furnishing a copy of their detailed invoice to the Department of Justice, U. S. Attorney's Office, Western District of Pennsylvania, 633 U.S. Post Office & Courthouse, 700 Grant Street, Pittsburgh, PA 15219 Attention: Barbara A. Bacvinskas.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**ORDERING:** Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from September 1, 2000 through August 31, 2001 and (July 31, 2002) if the option year is taken. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

## SECTION 2- SPECIFICATIONS

**SCOPE:** These specifications cover the production of xerographic reproduction of litigation trial documents requiring such operations as copy pickup, numbering as required, copying, binding, packing, labeling and delivery.

**TITLE:** Xerographic Reproduction.

**XEROGRAPHIC REPRODUCTION OF LITIGATION TRIAL DOCUMENTS IS A SPECIALIZED FIELD AND AWARD WILL BE MADE TO CONTRACTORS THAT ROUTINELY PROVIDE THIS TYPE OF SERVICE.**

**LITIGATION COPYING DEFINITION:** Litigation copying consists of the copying of printed materials related to on-going legal proceedings and processes.

**FREQUENCY OF ORDERS:** Since the volume of work which will be procured under this contract cannot be predetermined, no guarantee can be made as to the quantity and number of pages which will be ordered. It is estimated that there will be a total from 1 to 4 orders place during a month.

**QUANTITY:** Approximately 1 to 10 copies per order, with an average of 2 copies. An occasional order may require as many as 25 copies.

**NUMBER OF PAGES:** From 1 to 10 binders per order, with an average of 3 binders per order, OR from 1 to 20 cartons per order, with an average of 4 cartons per order. An average of 300 original per binder, OR 2,000 originals per carton. Approximately 25% of each order will be in binders and 75% will be in cartons.

**TRIM SIZE:** Format "A" will include any trim size up to and including 216 x 279 mm (8-1/2 x 11").

Format "B" will include any trim size that is over 216 x 279 mm (8-1/2 x 11") up to and including 279 x 432 mm (11 x 17"). An occasional order will require copies over 279 x 432 mm (11 x 17").

**GOVERNMENT TO FURNISH:** Original legal documents, various trim sizes and types of material considered to be normal, moderate and difficult litigation copying.

Cartons of legal documents which may be in banded bundles consisting of any or all of the following: letters, forms, items stapled in the upper left corner, single sheets, side stitched books, and loose-leaf books. All sizes of "Post-It" notes, tissue copy, copy with tabs, loose receipts, bank checks, Photostats, transcripts, envelopes, regular and/or medical files stored in legal or medical folders, some with EKG strips to 7 feet long. Occasionally perfect and casebound publications will be furnished and must be kept intact, cutting at spine will not be permitted.

**Note:** Personnel from the U. S. Attorney's Office will describe the requirements of each order.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications (see Attachment No. 1).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc. must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**REPRODUCIBLES:** The contractor must make all reproducibles required. Reproduce camera copy same size and/or at various focuses.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

White Recycled Plain Copier, Xerographic (qualified product), grammage 75 g/m<sup>2</sup> (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP O-65.

White or Colored Index, grammage 200 g/m<sup>2</sup> (basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

**WARNING:** The documents will be of a sensitive nature, therefore; proper control and handling must be maintained at all times. Release of the material to anyone not authorized by the Department of Justice is prohibited. All copies must be accounted for and waste sheets destroyed beyond recognition or reconstruction.

**COPYING:** Documents copy face only or face and back in black. Documents must be copied in the exact order as provided. Approximately 90% of all leaves will require coping on one side with the balance copying two sides. An occasional order may require LASER color copying.

**Note:** All reproduced copy must be legible. When the contractor is unable to produce a quality document due to poor furnished material, the contractor must identify the document with the following statement, in all capital letters, "BEST COPY AVAILABLE" in the margins to the document, not overprinted on copy on the document. Copies will not be acceptable if they contain background tone, strip-lines, or are not equal to the furnished copy.

**Tabbed Dividers:** Copying tab dividers in black may be required. Overall size of tab dividers will allow for a 13 mm (1/2") tab and be 1/3 or 1/5 cut on index stock.

**Separator Sheets:** Copying separator (slip) sheets (trim 4 sides) in black on colored index stock.

**MARGINS:** Follow furnished instructions, most copies will require a centered image.

**BINDING:** Collate or assemble in the same sequence as furnished, bind each group of documents within a set, as required on the individual print order or furnished instructions. Various binding styles may be used as follows:

One wire stitch in the upper left corner, side stitch with 2 wire stitches, velo binding, inserting looseleaf products and tabs into documents or into furnished binders.

Band in units indicated with a strip of heavy kraft paper or rubber band around the short dimension.

Drill 2 holes 10 mm (3/8") in diameter at the top of sheets, or 3 holes 10 mm (3/8") in diameter at the left side of sheets, or as ordered.

Some orders will require numbering documents prior to copying using a Bates numbering machine, numbering stickers, bar code numbering, or through electronic means, as required. No missing numbers or number skips unless authorized by the originating office.

**PACKING:** PACK ORIGINALS IN ORIGINAL CONTAINERS. Do not replace containers without permission of the U.S. Attorney's Office. Pack xerographic copies in shipping containers. Each container not to exceed 45 lbs. when fully packed.

**LABELING AND MARKING:** Maintain original markings on folders, containers or cartons, as submitted.

**DISTRIBUTION:** Deliver f.o.b. destination to: U. S. Attorney's Office, Western District of Pennsylvania, 633 U.S. Post Office & Courthouse, 700 Grant Street, Pittsburgh, PA 15219 or any other location within a 75 mile radius of the above address. **INSIDE DELIVERY REQUIRED TO THE ROOM NUMBER SPECIFIED.** All orders must be shipped via traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the period of this contract.

Upon completion of each order, all furnished materials must be returned to the address indicated on the Print Order.

All expenses incidental to returning materials, submitting proofs, and furnishing sample and random copies, must be borne by the contractor.

SCHEDULE: No definite schedule can be established at this time. The contractor will be required to pickup copy and furnished material from locations as follows:

633 USPO & Courthouse, Pittsburgh, PA 15219  
Gulf Tower, 14<sup>th</sup> Floor, Pittsburgh, PA 15219  
100 State Street, Suite 302, Erie, PA 16507  
319 Washington Street, Suite 224, Johnstown, PA 15901

NOTE: DUE TO THE VARYING DEGREES OF DIFFICULTY, THE SCHEDULE REQUIREMENTS AND THE DEGREE OF DIFFICULTY WILL BE DETERMINED JOINTLY BY THE U.S. ATTORNEY'S OFFICE AND THE CONTRACTOR BASED ON THE AMOUNT OF WORK INVOLVED AND THE TIME THAT CAN BE ALLOWED. THE SCHEDULE AND THE DEGREE OF DIFFICULTY MUST BE AGREED UPON AT ACCEPTANCE OF THE GOVERNMENT FURNISHED MATERIAL, AND MUST BE INDICATED ON THE PRINT ORDER FOR PAYMENT. CONTRACTOR WILL NEED TO KEEP AN ACCURATE COUNT OF ORIGINALS FURNISHED WITH EACH ORDER.

Difficult work: Discovery work requiring all glasswork and handwork. This is approximately 60% of the work required on this contract. This includes, but is not limited to, boxes of seized records including, ledger books, checks, receipts, medical records, and small notes. Various reductions and enlargements of copy required. Re-assembly of originals.

Moderate: Various sizes, but not constantly changing sizes. Some group staples, but not able to feed all work. Most documents in one reduction category.

Normal: Groups of various size sheets in folders, feedable, most copies being reproduced same size.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Approximately 15% of all orders will be required in less than 24 hours, therefore contractors may need to provide 24 hour services.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under this contract. Further, the contractor is not to accept print orders that are outside the scope of this contract. If such orders are placed, contractor is to notify GPO, Pittsburgh, PA immediately. Failure to do so may result in nonpayment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**Contractor must submit one copy of all vouchers for payment to the U. S. Government Printing Office, Pittsburgh SPPO, 1000 Liberty Avenue – Room 501, Pittsburgh, PA 15222, Attn: Marilyn Horton.**

SECTION 3- DETERMINATION OF AWARD AND PLACEMENT OF WORK

	(1)	(2)
I. 1. (a)	142,320	35,580
(b)	47,440	11,860
(c)	47,440	11,860
(d)		100
2. (a)	1,840	460
3. (a)	237	059
4. (a)	800	200
II. (a)	6	
(b)	6	
(c)	149	
(d)	75	
(e)	75	
(f)	298	
(g)	4	
(h)	299	

SECTION 4- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Fractional parts of 100 will be prorated at the per 100 rate.

---

Initials



I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials (including paper) and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

Format "A": Up to and including 216 x 279 mm (8-1/2 x 11").

Format "B ": Over 216 x 279 mm (8-1/2 x 11") up to and including 279 x 432 mm (11 x 17").

	Format A (1)	Format B (2)
1. Copying:		
Difficult Work		
(a) Per page.....	\$_____	\$_____
Moderate Work		
(b) Per page.....	\$_____	\$_____
..		
Normal Work		
(c) Per page.....	\$_____	\$_____
Oversize sheets		
(d) Over 279 x 432 mm (11 x 17").....per square foot.....	\$_____	
(Sizes will be rounded up to the next square foot).		
2. Laser Color copying:		
(a) Per page.....	\$_____	\$_____
3. Tab Dividers:		
Prices offered must be all inclusive.		
(a) Per divider.....	\$_____	\$_____
4. Separator Sheets:		
Prices offered must be all inclusive.		
(a) Per separator.....	\$_____	\$_____

---

(Initials)

II. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

- (a) Banding with kraft paper bands.....per band.....\$ \_\_\_\_\_
- (b) Banding with rubber bands.....per band.....\$ \_\_\_\_\_
- (c) Bates numbering of documents.....per 100 numbers.....\$ \_\_\_\_\_
- (d) Numbering documents with stickers.....per 100 numbers.....\$ \_\_\_\_\_
- (e) Numbering documents by electronic  
format, includes bar coding, etc.....per 100 numbers.....\$ \_\_\_\_\_
- (f) Drilling (each run).....per 100 leaves.....\$ \_\_\_\_\_
- (g) Velo binding.....per book.....\$ \_\_\_\_\_
- (h) Inserting looseleaf products and tabs  
in publications or furnished binders.....per 100 leaves.....\$ \_\_\_\_\_

My production facilities are located within the assumed area of production \_\_\_\_\_yes \_\_\_\_\_no.

NOTICE: Bidders outside of the assumed production area specified on page one of these specifications should complete the following information.

- 1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a.Number of hours from acceptance of print order to pickup of  
Government furnished material..... \_\_\_\_\_
  - b.Number of hours from pickup of Government furnished material  
To delivery at contractor's plant..... \_\_\_\_\_
- 3. Proposed carrier(s) for delivery of completed product \_\_\_\_\_
  - a.Number of hours from notification to carrier to pickup of  
completed product..... \_\_\_\_\_
  - b.Number of hours from pickup of completed product to delivery  
At destination..... \_\_\_\_\_

BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit each set of pages attached to a completed and signed copy of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

NOTE: BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE, AND SUBMIT ALONG WITH THE SCHEDULE OF PRICES AS REQUESTED BY THESE SPECIFICATIONS.

FACSIMILE BIDS: Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to FAX No. (412) 395-4894, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

ATTACHMENT NO. 1

GPO Form 905  
(R 3-90) P. 57782-6

**LABELING AND MARKING SPECIFICATIONS**

**INNER PACKAGES:** Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (not top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

**SHIPPING CONTAINERS:** Each shipping container must have a shipping label applied to one end (not top, bottom, or side). The label must be reproduced (same size) from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least 1/4 " high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear

and legible for a period of at least two years under normal warehouse conditions.

**SHIPPING BUNDLES:** The information required in the facsimile below must appear in a convenient location on each shipping bundle.

**MAILED SHIPMENTS:** The facsimile below shall be used as a mailing label applied to one end of the mailing container (not top, bottom, or side). Affix postage to parcels bearing this mailing label so that the stamps or meter strip overlap the upper right corner of the label.

**CAUTION:** Noncompliance with the labeling and marking specifications will be cause for the Government to relabel in accordance with the specifications and charge all costs thereof to the contractor. The Public Printer reserves the right to institute this action without prior notice to the contractor or to reject the order because of such noncompliance.

<b>FROM</b>		<b>FOR USPS DELIVERY APPLY POSTAGE</b>	
<b>DEPT.</b>	<b>STOCK NO.</b>		
<b>DEPT. REQUISITION NO.</b>	<b>CONTROL NO.</b>		
<b>GPO JACKET NO.</b>	<b>SUB. ID NO.</b>		
<b>GPO ORDER NO.</b>	<b>TITLE</b>		
<b>PROGRAM/PRINT ORDER NO.</b>	<b>TO</b>		
<b>FORM OR PUBLICATION NO./DATE</b>			
<b>QUANTITY PER CONTAINER</b>			
<b>PACKAGES PER CONTAINER</b>			
<b>_____ PKGS. OF _____</b>			

GPO 944-432

Sample Bid Envelope

In order to ensure proper processing of all bids, the  
Following information is required on all bid envelopes AND COVER SHEET if bid is faxed.

Program: 6217-s

From: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Apply  
Postage

Check Appropriate:

☐ Bid Enclosed

☐ No Bid

U. S GOVERNMENT PRINTING OFFICE  
1000 LIBERTY AVENUE – ROOM 501  
PITTSBURGH, PA 15222-4000

Bids will be received  
Until AUGUST 25, 2000  
At 1:00 p.m., EST.

